

a

AM-205-18

m

Portal-to-Portal Pay

SCOPE

Depending upon the City employee's designated position Representation Code, and if he is also domiciled in Baltimore City must travel to a City work site in a county location, that employee may be eligible to receive portal-to-portal pay.

UNION AFFILIATION/RATE

Eligible City employees whose positions are designated by Representation Codes: M, U, 1, 4, 6, 7, and 9, may receive 10 cents per day for reporting to work at a City work site which is located in the county; an additional 10 cents per day worked is authorized for eligible employees for return to the City.

BACK RIVER WASTE WATER TREATMENT PLANT

Employees of the Back River Waste Water Treatment Plant living either within or outside the City limits and travelling to and from the plant located in Baltimore County, shall receive a portal-to-portal travel expense of 20 cents per day worked.

PAYROLL DESIGNATION

Designation of portal-to-portal pay must be recorded on the PAYROLL ATTENDANCE SHEET (147-093) each bi-weekly as an adjustment to GROSS for the employee. The adjustment marking and total due must also reflect the accompanying 12 digit budget account number, charged to object, sub-object 302.

REPRESENTATION DESIGNATIONS

The following representation code designations apply to this policy.

Code Designations

- M – UNREPRESENTED – (designated benefits Salary Schedule B)
- U – CITY UNION OF BALTIMORE
- 1 – AFSCME – Local 44
- 4 – CMEA
- 6 – MAPS
- 7 – UNREPRESENTED – (designated benefits Salary Schedule A)
- 9 – UNREPRESENTED (Managerial and Professional Society)